

Salinas Union High School District

Business

Regulation #3452

STUDENT ACTIVITY FUNDS

1. The District Business Office will perform a limited internal audit review of internal control and procedures being followed in the student body finance offices, as follows. A member of the staff of the Business Office will visit each school at least twice a year, preferably in November when October statements are available, and in March when February statements are available. The objective will be to determine whether District policies and acceptable fiscal practices are being followed.
2. The Business Office will prepare an audit questionnaire to be used as a checklist of procedures the student body finance offices and school staff are required to follow. The internal auditor will obtain answers to all questions on the questionnaire in an interview with the Budget Analyst and Student Body Finance Clerk, with reference to other on-site staff as needed. The internal auditor will not be expected to make a detailed examination of all transactions and documentation, or to make any financial analyses or reconciliations. The internal auditor will examine samples of typical documentation and financial records to substantiate the accuracy of the answers to the questions on the questionnaire, including but not limited to: student body budget, financial statements, bank reconciliations, ledgers, receipt books, HSD forms, purchase orders, paid bills, records of fund raising, physical counts of stores inventory, student council records, deposit slips.
3. The internal auditor will prepare a draft copy of the completed questionnaire and any attached remarks and explanations for review with the Budget Analyst and staff in an exit interview prior to filing the questionnaire and attachments in the Business Office.
4. The Assistant Superintendent-Business Services or designee will review each internal audit report and take appropriate action with regard to any exceptions noted.
5. The objective of the internal audit procedure is to make the expertise in the Business Office available to the school staff to assist them in complying with the standards on which the external audit is based. Throughout the internal audit procedure, the Business Office staff will be expected to be courteous and constructive in offering assistance to help the on-site staff to bring their practices into compliance, if such is not already the case. The internal auditor should be concerned only with reviewing the existing practices. Recommendations for changes are to be made by the Assistant Superintendent-Business Services or designee after a review of the internal audit report.
6. The Budget Analyst will be responsible for corrective action and a report to the Business Office noting what action was taken on any deficiencies noted in the internal audit report and/or recommendations by the Associate Superintendent-Business Services.

(c.f. AR 6145.8 - Budget Analysts' Oversight of the Operation of the Student Body Finance Office)

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